

**Minutes
James City Regional LHRC
January 17, 2014**

Members Present: Chair, Shenita Brown, Richard Cottingham, Lisa Thatcher and Diane Cooper

Others Present: Gail Gay-Dominion Services for All People; Victory Whitaker- Family Matters; Joyce Martin - 1Life 1Love, Inc.; Elmira King-Milestone Counseling; Rose Elam- Elam House;
Reginald Daye, Regional Advocate, DBHDS

Members Absent: Cheryl Jones

Others Absent: Princeton Wooten- Tidewater Therapeutic After School Program

Call to Order: The meeting was called to order by Shenita Brown, Chair at 9:04 a.m. The meeting took place at 11815 Fountain Way- Suite 300- Newport News, VA.

Adoption of Agenda: A motion was made, seconded and approved to adopt the agenda

Approval of Minutes: A motion was made, seconded and passed to approve the James City Regional LHRC meeting minutes of October 18, 2013 Minutes.

Public Comments: None

Old Business: None

New Business: None

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Advocate Report: Mr. Daye explained that members are required to submit quarterly and annual reports. Some members did not submit complete reports. An annual report should consist of cumulative numbers for the year and first through fourth quarters should be attached. For members that did not submit complete reports they have to submit them and present them at the April 11, 2014 meeting. He also wanted to remind members that 1st quarter reports are due at the April 11, 2014 meeting. This report will cover January through March 2014. You should be able to run your 1st quarter report directly from the CHRIS system.

The CHRIS system has been updated with new software that should be compatible with the affiliates' computer software. This update should enable you to access the CHRIS system. If you are having difficulty logging on please contact the State Human Rights Director so she can help you get in the right direction.

Mr. Daye stated that you should notify your licensing specialist of serious incidents through the CHRIS system.

Some additional reminders from Mr. Daye: if you make any changes, updates or amendments of your behavioral management policies or program rules, you must submit them to this Human Rights Committee for review and or approval; if you have any pending cases, they must be presented in closed session at the next meeting after they are closed. This is because any open case has the potential to be appealed to the LHRC; lastly there are currently no LHRC membership vacancies on the committee: great job everyone!!!

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Affiliates reports:

1. **Family Matters-** 0 reports of allegations of abuse/neglect, 0 total counts by type and 0 total counts by how occurred. 0 Complaint cases/resolutions. Census-24 Quarterly and 27 Annual
2. **Elam House- reported** –Currently licensed. Licensing agent- Barry Lee. Current Census 4 and Annual 9. 3 allegations of abuse/neglect and 12 annual. 3 cases pending and 3 annual, 9 cases closed for the year. Total alleged by type 3-neglect and 12 for the year. No open/unresolved complaints.
3. **DSFAP-** census-27, 1 allegations of alleged abuse, 0 cases pending, 0 cases closed 0-physical cases. Total counts occurred by type-0 peer on peer. Total alleged by type 0-neglect, 0 restraints, 0 complaint cases pending. (Will present annual report at the next meeting).
4. **Milestone-** 48 censuses, 0- abuse/allegations alleged by type and occurred by type, 0 complaint cases, and 0 complaint cases pending (Totals listed are for both quarterly and annual reports).
5. **1Life1Love - 41** census, 0- abuse/allegations alleged by type and occurred by type, 0 complaint cases, and 0 complaint cases pending (Totals listed are for both quarterly and annual reports).
6. **Tidewater Therapeutic After School Program** : no representative present

Closed Session:

Local Human Rights Committee voted to go into closed session according to Va. Code- 2.2-3711A for the purpose of hearing abuse and complaints reported for DSFAP. The committee voted to come out of closed session. Upon entering into open session each member certified that the only thing discussed while in closed session were the abuse and complaints for the above noted program.

There were no recommendations.

Next Meeting: The next Human Rights meeting will be April 11, 2014 at 9am.
The meeting will be held at 11815 Fountain Way Newport News, VA 23606

The LHRC Meeting schedule for 2014: April 11, 2014; July 11, 2014 and October 10, 2014.

Adjourned: The meeting was adjourned by Shenita Brown at 10:00 a.m.

Typed by James City Regional LHRC Support Secretary _____

James City Regional LHRC Chair _____

Cheryl Jones